Accessing Time Study Reports Online
A Guide for Coordinators

This presentation will cover the basic steps to successfully generate time study reports that provide information on the status of your district's time study.

1. Identify available time study reports

2. Generate time study reports

3. View Individual Time Study Data

4. How to get assistance

The Time Study Coordinator has access to three reports which display the status of the time study. They are handy tools for tracking the progress of the time study. The reports are:

1. *Completed Time Study Report*: This displays a list of who has completed the time study.

2. *Submitted but Not Completed Time Study Report*: This displays a list of participants who have started entering data but not completed (submitted) the time study.

3. *Nothing Entered Time Study Report*: This displays a list of participants who have not started or not saved any time study data.

How to access and run these reports as well as samples of these reports follow.
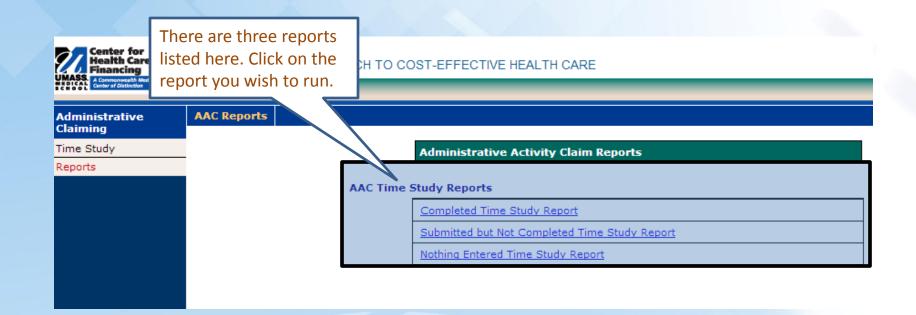
After logging on, select 'Administrative Claiming' from the left-hand menu. Then, click on 'Reports.'

1. Click on 'Administrative Claiming'

2. Click on Reports.

My

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State: CT-SBCH Ad   School District: Abc School Dist

Administrative Claiming

TS Data

Time Study

Reports

Time Study Data

Health Personnel Time Study Data

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The three reports are listed under the heading
"AAC Time Study Reports."

There are three reports listed here. Click on the report you wish to run.

Below is a sample…Completed Time Study Report. Your school district name will be displayed along with the current quarter.

Click the link "View as Excel." Your report will be displayed.

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My Profile | Home | Logoff

AAC Reports | **Prior Reports**

Completed Time Study Report

State :
CT-SBCH Ad

School District :
Abc School District

Year :
2014

Quarter :
Third Quarter

View As Excel | Back to Reports

Your district and current quarter will be displayed

Click on the "View as Excel" link to see your report.

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Purpose of the Reports:

To view the status of all time study participants to ensure 100% compliance.

Each report will contain the following information:

| Run Date: |
| Run Time: |
| State: |
| School District: |
| Fiscal Year: |
| Quarter Ending: |
| Time Study Period: |
| **Time Study Deadline:** |
| Total Health Personnel for job code |
| Total Health Personnel |
| **Time Study Status: Completed** |

2

1

Email Address 3

What to look for:

1. Time Study Status = name of the report: Completed, Submitted but Not Completed, Nothing Entered
2. Time Study Deadline date = last day of the grace period
3. Email Address

These 3 key pieces of information give you the tools to remind staff to complete their time study or thank them for completing it.

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Time Study Completed Report displays:

- Lists participant's who have completed and submitted their time study.

Run Date:	03/17/2014			
Run Time:				
State:	CT-SBCH Ad			
School District:	Abc School District			
Fiscal Year:	2014			
Quarter Ending:	03/31/2014			
Time Study Period:	02/25/2014 to 03/03/2014			
Time Study Deadline:	03/16/2014			
Total Health Personnel for job code 2	3			
Total Health Personnel	3			
Time Study Status: Completed				
Name	**Job Code**	**Job Description**	**Employee Id**	**Email Address**
Map, Emily	2	Director of Pupil Services	Admin2	emily.audette@umassmed.edu
Pen, Barbara	2	Director of Pupil Services	Admin4	barbara.kempski@umassmed.edu
Ruler, Ann	2	Administrator	Admin8	annmarie.dumont@umassmed.edu

Submitted Not Completed Report displays:

- Lists participant's <u>who have not clicked 'Time Study Complete box'</u>
- Copy their email address and send a note to remind them

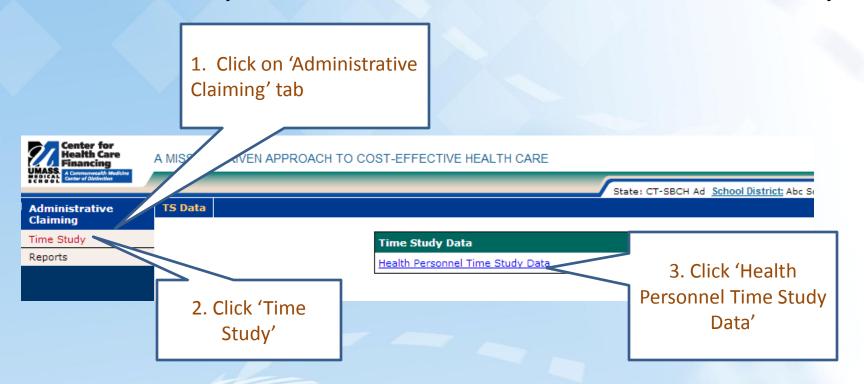| Run Date:	03/17/2014			
Run Time:				
State:	CT-SBCH Ad			
School District:	Abc School District			
Fiscal Year:	2014			
Quarter Ending:	03/31/2014			
Time Study Period:	02/25/2014 to 03/03/2014			
Time Study Deadline:	03/16/2014			
Total Health Personnel f	2			
Total Health Personnel	2			
Time Study Status: Submitted but Not Completed				
Name	Job Code	Job Description	Employee Id	Email Address
Calendar, Barbara	2	Administrator	Admin3	barbara.kempski@umassmed.edu
Paper-clip, Ann	2	Special Services Director	Admin10	annmarie.dumont@umassmed.edu

Nothing Entered Report displays:

- Participant's who never started the time study.
- Recommendation: run this report by mid-week to send an email to all the time study participants who have not started!

Run Date:	03/17/2014			
Run Time:				
State:	CT-SBCH Ad			
School District:	Abc School District			
Fiscal Year:	2014			
Quarter Ending:	03/31/2014			
Time Study Period:	02/25/2014 to 03/03/2014			
Time Study Deadline:	03/16/2014			
Total Health Personnel fo	6			
Total Health Personnel	6			
Time Study Status: Nothing Entered				
Name	**Job Code**	**Job Description**	**Employee Id**	**Email Address**
Day, Susan	2	Director of Pupil Services	Admin6	susan.fischer@umassmed.edu
Hall, Susan	2	Administrator	Admin5	susan.fischer@umassmed.edu
Paper, Susan	2	Special Services Director	Admin1	susan.fischer@umassmed.edu
Phone, Ann	2	Director of Pupil Services	Admin9	annmarie.dumont@umassmed.edu
Test, Barbara	2	Director of Pupil Services	bk90	barbara.kempski@umassmed.edu
Week, Susan	2	Special Services Director	Admin7	emily.audette@umassmed.edu

4 Steps to View Individual Time Study Data

This view allows you to see how each staff member coded their 8-hour days.

1. Click on 'Administrative Claiming' tab

2. Click 'Time Study'

3. Click 'Health Personnel Time Study Data'

4 Steps to View Individual Time Study Data

All staff for this school district will be listed here. Click on the
Last Name to see details.

TS Complete means their Time Study is Complete -Y= YES;

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State: CT-SBCH Ad School District: Abc School District Quarte

TS Data

Last Name :	First Name :	Job Position :	
			🔍 Search

Page 1

Last Name ▲	First Name	Job Position	TS Complete
Calendar	Barbara	2	N
Map	Emily	2	Y
Paper-clip	Ann	2	N
Pen		2	Y
Ruler		2	Y

4. Click on the 'Last Name' to
see the details of how they
coded their time study.

Close

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4 Steps to View Individual Time Study Data

Here is a detailed summary of how they coded each15-minute increment for their 8-hour day.

Summary

Last Name : Calendar   First Name : Barbara
Job Position Code : 2   Job Description : Administrator

For further assistance, please e-mail schoolbasedclaiming@umassmed.edu or call 1-800-535-6741.

Day(s)	1st hr				2nd hr				3rd hr				4th hr				5th hr				6th hr				7th hr				8th hr			
02/25/2014	NN	A	B	C																												
02/26/2014																																
02/27/2014																																
02/28/2014																																
03/03/2014																																

Time Study Not Completed

What to look out for:
- 1 code for the entire time study period
- Blanks
- Time Study Complete or Not Completed

For further assistance, please e-mail schoolbasedclaiming@umassmed.edu or call 1-800-535-6741.

Day(s)	1st hr				2nd hr				3rd hr				4th hr				5th hr				6th hr				7th hr				8th hr			
02/25/2014	A	A	A	A	B	B	B	B	B	B	B	B	L	L	L	L	I	I	Q	Q	Q	Q	R	R	W	W	N	N	N	N	N	N
02/26/2014	B	M	M	M	M	M	M	M	T	T	T	T	T	T	T	T	R	R	R	R	H	H	H	H	H	L	L	L	L	L	L	L
02/27/2014	U	U	U	U	P	P	P	P	B	B	B	B	B	B	J	J	F	F	F	F	F	F	F	F	F	F	F	F	M	M	M	M
02/28/2014	M	M	M	M	M	M	M	M	M	M	M	M	N	N	N	N	N	N	N	N	N	N	N	N	W	W	W	W	W	W	W	W
03/03/2014	M	M	M	M	F	F	F	F	F	F	F	F	C	C	C	C	C	C	C	C	C	C	C	C	T	T	T	T	N	N	N	N

Time Study Completed

Thank you!

If you have system questions, call UMASS Helpline between 7:30 AM and 5:00 PM, Monday through Friday

800-535-6741 or email
schoolbasedclaiming@umassmed.edu

For questions regarding how to code the time study, please contact DSS.SBCH@ct.gov